



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
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M E M O R A N D U M

#99-2

TO: All Department and School Fiscal Officers

FROM: Clifford B. Edwards, Director

DATE: July 6, 1998

SUBJECT: FISCAL 1999 START-UP

Your beginning FY 1999 Daily Validity Balance Report, Statement of Available Funds, Schedule of Encumbrances, and Transactions Processed that reflect your FY 99 beginning balances and activity are enclosed. These reports show S.B. 410 (the FY 99 Budget Act) and all your carry forward appropriation accounts. If you have questions concerning your appropriation numbers, contact your assigned analyst in the Budget Office. Questions concerning the amounts in your appropriations should be directed to your Division of Accounting State Accountant.

Under separate mailings you will find your regular June monthly and FY 98 year-end reports. All documents submitted have been processed unless you were advised otherwise.

Please reconcile the June reports immediately with your records and call the accountants in the Division of Accounting if you note any discrepancies. Based on your June reports, please submit to me no later than July 24, 1998 your Report of Reconciliation for Fiscal Year 1998, noting all differences. (This form is attached to my memorandum #98-14.) Since the files have been updated, the computer reports are final. Any reconciliation adjustments required will be handled manually or in FY 1999 as appropriate.

CBE:bbg
Enclosures